



Level 2 Account Setup *For Lenders*

Step-by-Step Instructions for getting
access to do Electronic Business With
Farm Service Agency

eAuthentication Advantages to Lenders

- Faster Service-** Documents and forms are submitted in real-time. Save mailing time, paper generation, and faster turnaround.
- Access to FSA's Paperless Systems-** Loan Status Reporting, Loan applications and closing documents, Access to borrower's account information, Loss Claim Submission (coming soon), and Interest Assistance Renewals (coming soon). By using these systems, Lenders will have instant access to their borrower's account information according to FSA records.
- Electronically sign documents-** By using your USDA eAuthentication account, you can digitally sign documents so you don't have to sign originals.
- Flexibility-** No software to buy or install. You can submit documents and images in any of the following formats: Microsoft Word, Microsoft Excel, Adobe Acrobat PDF documents and images, Web Equity Manager exported ZIP files, Images, and Text.
- Secure and Private-** eFiling uses 128 bit secure socket layer (SSL) encryption technology used by many commercial banks in on-line banking applications.-
We Do Not Use lender employees' Social Security Numbers. You should change your password on a regular basis.

Obtaining Access for Electronic Data Submission

Lenders who will participate in electronic reporting for Farm Service Agency (FSA) Guaranteed Loans **must** do the following:

- Recertify using the revised FSA 1980-38 Lenders Agreement which includes the terms and conditions for lender participation in electronic data submission.
- Designate an employee as a Security Administrator who will act as a point of contact to FSA. All Security Administrators will need to have level 2 Access. A lender can choose to designate additional Security Administrators to act as a backup.
- A Security Administrator may delegate and assist in maintaining the access for the other lender employees and may grant view or revise access to all FSA loan information for all branches of the lender.
- Ensure that all lender employees who need access to electronic reporting obtain a Level 2 eAuthentication ID and password at this time.

Any user who already has a Level 2 eAuthentication account does not need to self-register again.

Obtaining Access for Electronic Data Submission

- Spam filters may cause problems in completing e-Auth signup and future email notices to lenders from GLS. Lenders need to make sure that their firewall and spam blockers do not block out these email addresses. It is suggested that lenders should modify the ‘trusted sender’ list to allow any “usda.gov” e-mail addresses to bypass the spam filters. Lenders could also check to their email is set up to direct emails from unknown senders to a spam or junk folder where they could pull up and identify it as ‘safe’.
- If the IT department require an exact address the email for the e-auth system comes from:
eAuthHelpDesk@ftc.usda.gov
- The GLS emails come from:
RD.DCFO.GLB@stl.usda.gov

Level 2 Access

Address: <http://www.fsa.usda.gov/mt>

United States Department of Agriculture
Farm Service Agency

MONTANA

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You are here: Montana

Message from the State Executive Director
Welcome to the Montana State Farm Service Agency (FSA) website. FSA assists Montanas farmers and ranchers in preserving and promoting agriculture within Montana.
Best Wishes,
Randy Johnson

In the News
 May 23, 2007 - Women Stepping Forward for Agriculture Symposium October 2 and 3, 2007, Dillon (news release) (agenda) (flyer) (scholarship application)
 May 23, 2007 - Tribal Outreach Forum, September 24-27, 2007, Bozeman (agenda)
 May 3, 2007 - The FSA peek for May, read for important deadline dates and upcoming events.
 March 26, 2007 - DCP Deadline Extended (more)
 February 23, 2007 - FSA Accomplishments for FY 2006 explaining payments by program and by individual county. (more)
 February 13, 2007 - Counter-cyclical Payments Not Issued for Certain Crops (more)
 January 26, 2007 - FSA in Montana has submitted a plan to the National FSA headquarters to close 7 offices (more)

I Want To...
 View Directory of State Office Personnel
 View Individual County Newsletters
 View National Handbooks
 View Montana Drought Map
 View FSA Hay Net

Hot Links
 2007 County Committee Election Information
 Alphabetical Listing of Montana FSA Employees
 Information for Guarantee Lenders
 Montana Producer Handbook Fact Sheets-Fact Sheets for programs administered by FSA in Montana
 Information on Managed Haying and Grazing on CRP acres

1. Type in the following web address and press "enter"
<http://www.fsa.usda.gov/mt>

2. Click on "Online Services"

Level 2 Access

**3. Click on
“Create an
Account Page”**

Level 2 Access

4. Click on "Level 2 Access"



Level 2 Access

Form Approved - OMB No. 0503-0014

Level 2 Access

Step 1 of 4: User Information

If you are a USDA Federal Employee, click [Employee Create an Account](#) to begin the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name as it appears on your government issued photo ID (e.g. state driver's license).

User ID*:

Password*:

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Address*:

City*:

State*:

Home Postal/Zip Code*:

5. First and last name must match name on photo ID

6. 'User ID' must contain only letters or numbers. (6-20 characters)

7. Password requirements:

- *At least 1 uppercase letter*
 - *At least 1 lowercase letter*
 - *At least 1 of the following non-alphabet characters: 0 1 2 3 4 5 6 7 8 9 ! # - \$ % * = + : ; , ? ~*
- (9-12 characters)**
- *Must NOT contain your first and last name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, security questions or answers*
 - *Can NOT contain dictionary words, spaces, tabs, or any other special characters not listed above*
 - *Will expire in 180 days*



Level 2 Access

8. Email address should be your bank email address not your personal home email address

Create an Account - Step 1 of 4: User Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel2Step1.jsp>

Home Postal/Zip Code*:

Country Name*:

Email address must be valid to complete registration

Email*:

Confirm Email*:

Home Phone: () -

International Home Phone: (if applicable)

Alternate Phone: () -

International Alternate Phone: (if applicable)

Mother's Maiden Name*:

4 digit PIN*: NOTE: You cannot use a zero as the first digit

Your Date of Birth*: mm/dd/yyyy

Please create your 6 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.

<input type="text"/>	<input type="text"/>

Click the **Continue** button to go to Step 2

9. Mother's maiden name, Personal Identification Number (PIN), and security questions will be used for verification if you forget your password. **REMEMBER THIS.**

10. After information is completed, click on "Continue"

Level 2 Access

Microsoft Internet Explorer - Create an Account - Step 2 of 4: User Information Confirmation

Address: https://eauth.sc.egov.usda.gov/eAuth/selfRegNewUserLevel2.do

Home About eAuthentication Help Contact Us Service Centers

Create an Account

Level 2 Access
Step 2 of 4: User Information Confirmation

Verify your Level 2 access information.

Click the **Back** button to make changes or click the **Submit** button to create your account with Level 2 access.

User ID:
 Password:
 First Name:
 Middle Initial:
 Last Name:
 Email:
 Home Address:
 City:
 State/Province:
 Home Postal/Zip Code:
 Country Name:
 Home Phone:
 Alternate Phone:
 Mother's Maiden Name:
 4 Digit Pin:
 Your Date of Birth:

Your 6 Security Questions and Answers:
What city were you born in?
What is the name of your first pet?
What is your father's middle name?
What is your first teacher's name?
What was the make of your first vehicle?
What was your high school mascot?

Please verify that your information is correct before clicking the **Submit** button.

Back Submit

10. After Clicking Continue on the previous window, this page will be displayed showing the information that you entered.

12. If correct, click on "Submit"

11. To revise or make corrections, click "Back"

Level 2 Access

Create an Account - Step 3 of 4: Print and Check Email - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://eauth.sc.egov.usda.gov/eAuth/selfRegCompleteLevel2.do?method=confirm>

Create an Account

Level 2 Access
Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations, only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from eAuthHelpDesk@usda.gov with the subject line of 'Activate Your USDA Account with Level 2 Access within 7 Days'. **Step 4 is contained within this email. Please refer to the instructions in the email to complete your registration.**

The User ID you created is
 The email address you provided is:

Level 2 access activation process:

1. Click on the email confirmation link provided in the email within **7 days**. Be sure to follow the instructions provided in the confirmation email. **If you do not click on the email confirmation link within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

NOTE: Once you click the email confirmation link in the email, you will have an account with limited access that allows you to review your account information online.

2. Go to the eAuthentication web site at www.eauth.egov.usda.gov and click on "Update Your Account" link and login to review the account information you provided to ensure it is correct (e.g. first name, last name, etc. are the same as your government issued photo ID).
3. Take your government issued photo ID (e.g. state issued driver's license) and present it in person to a USDA Local Registration Authority (LRA) for activation of your account with Level 2 access. To find the nearest USDA Service Center office go to <http://offices.sc.egov.usda.gov>

NOTE: Until a USDA Local Registration Authority (LRA) activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.

If after 24 hours you do not receive the confirmation email:

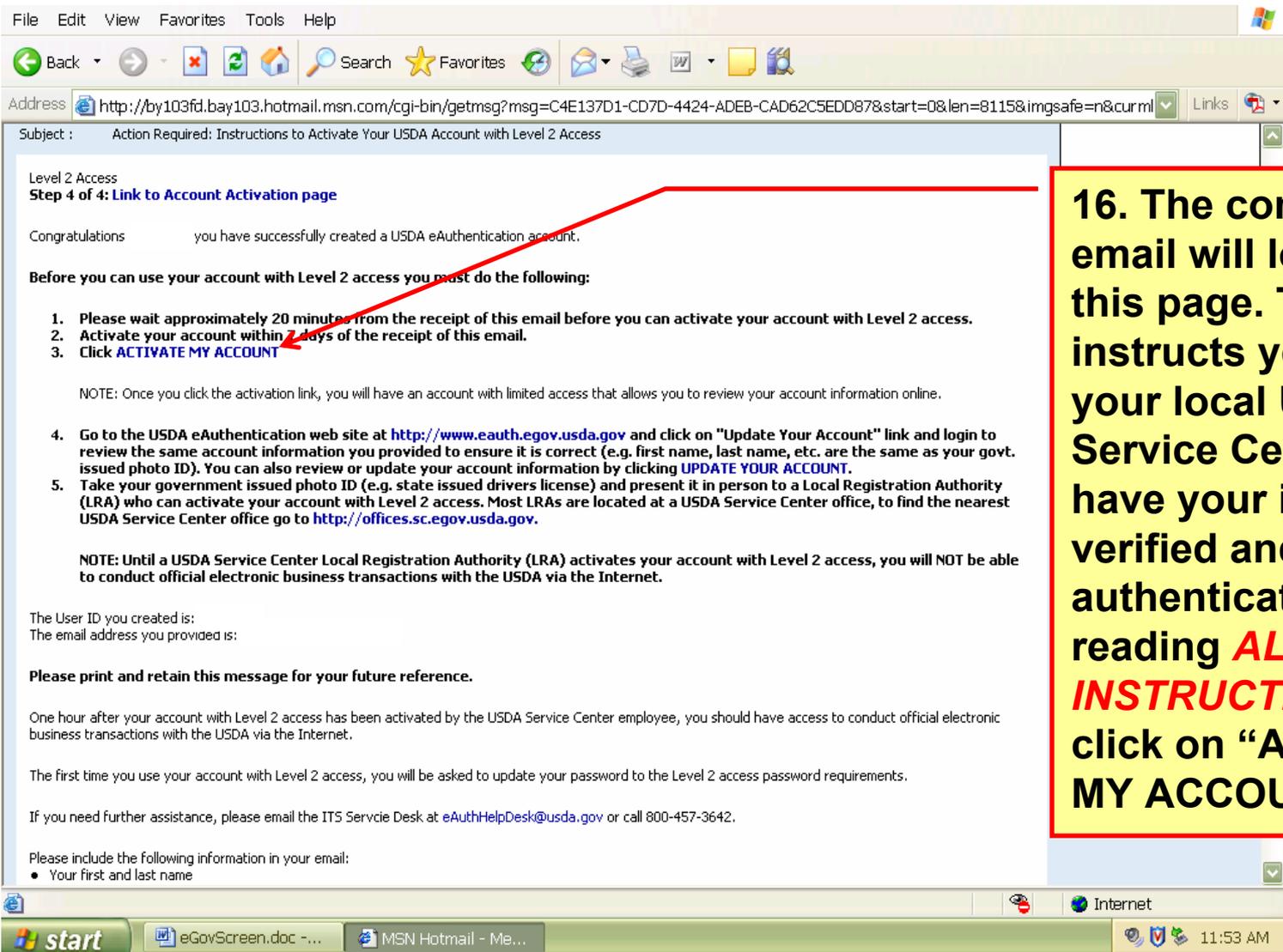
1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the ITS Service Desk at eAuthHelpDesk@usda.gov or 800-457-3642. Please provide your User ID, first and last name, and email address.

13. This page is displayed after clicking submit on the previous window. Read this page carefully for further instructions.

15. **Important:** You must respond to the e-mail within 7 days or the entire process will be terminated and need to be completed again.

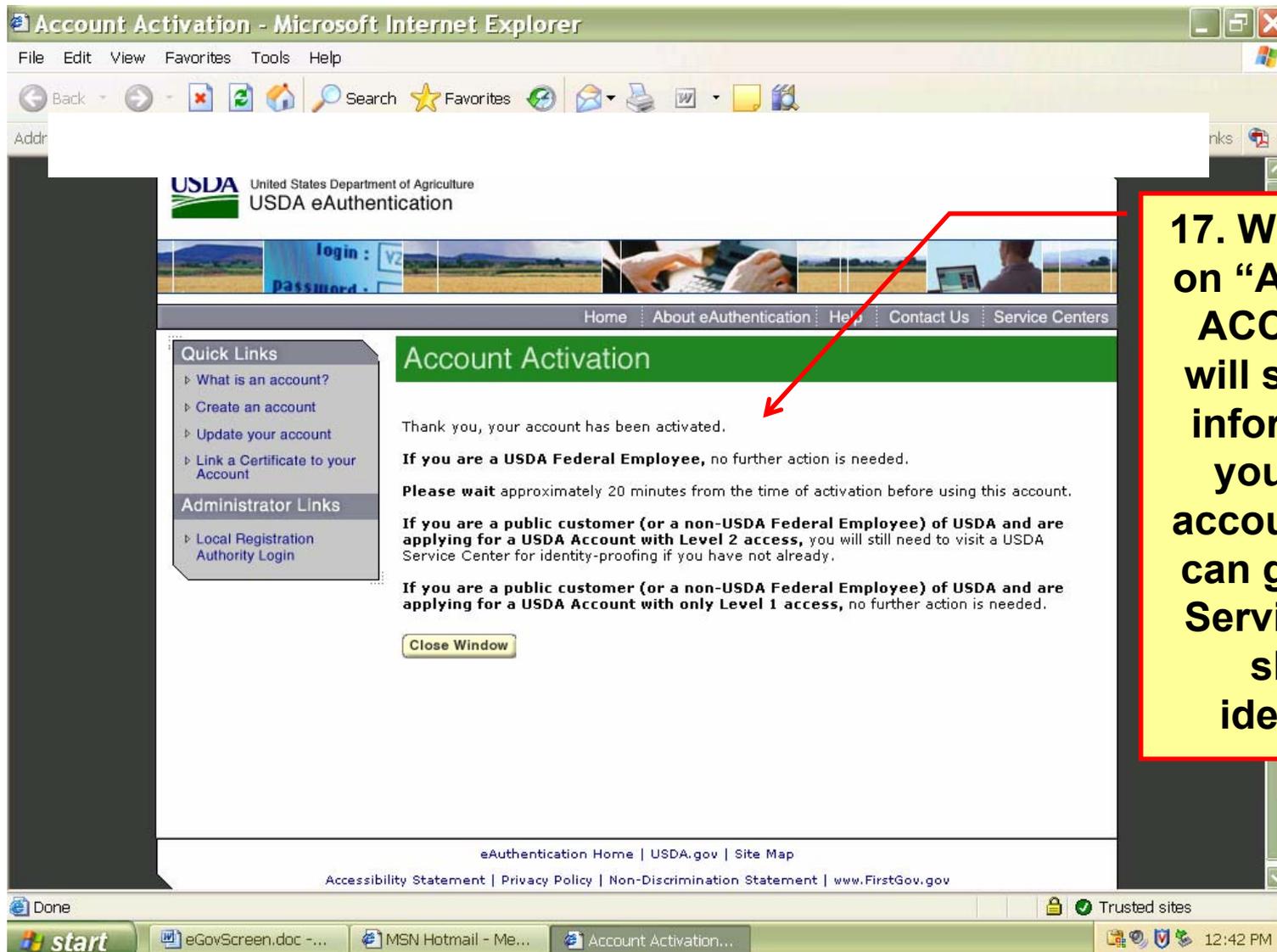
14. At this point, you are finished creating an account. The application can be completed after receiving the confirmation email.

Level 2 Access



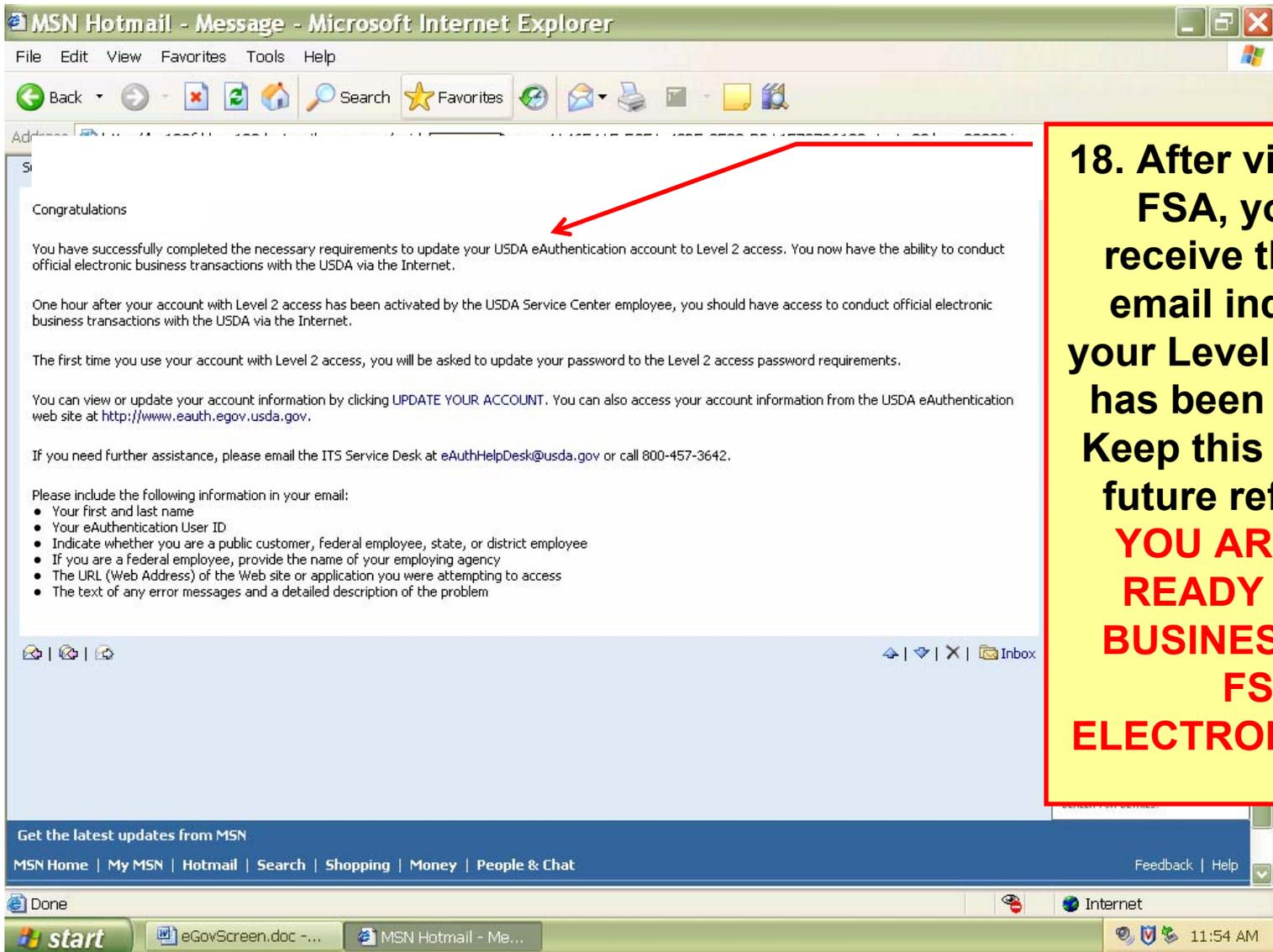
16. The confirmation email will look like this page. The email instructs you to visit your local USDA Service Center to have your identity verified and authenticated. After reading **ALL INSTRUCTIONS, click on "ACTIVATE MY ACCOUNT"**

Level 2 Access



17. When you click on “ACTIVATE MY ACCOUNT” you will see this page informing you of your activated account. Now you can go to a USDA Service Center to show your identification.

Level 2 Access



18. After visiting the FSA, you will receive this final email indicating your Level 2 Access has been granted. Keep this email for future reference. YOU ARE NOW READY TO DO BUSINESS WITH FSA ELECTRONICALLY!



Note: Once the bank establishes their Security Administrator the bank must Contact the Farm Loan Program Section in Farm Service Agency State Office (contacts are listed below) with your security administrators name, e-auth Id and your office phone number. (E-mails are preferred.) The State office will add the designated Security Administrator to the Application Authorization Security Management (AASM) system, which gives the Security Administrator access to FSA's electronic reporting systems. The Lender Security Administrator will receive an email notification after FSA adds him/her to the AASM system. The email includes the USDA LINC website address.

1st contact: Wanda Trihub .. wanda.trihub@mt.usda.gov 406-587-6799

2nd contact: Mel Yost mel.yost@mt.usda.gov 406-587-6950

If you want a back-up Security Administrator then send that person's name, e-auth Id and office phone number to the FSA contacts listed above.

If you are a lender employee please contact your Security Administrator for information on accessing the web site.